

STATE PERSONNEL BOARD CALENDAR



OCTOBER 9, 2007

SACRAMENTO

State of California

Memorandum

DATE: September 28, 2007

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the **October 9, 2007**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on October 9, 2007, at offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California 95814, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the October 9, 2007, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read "A. Partington" or "April Partington", written in a cursive style.

April Partington
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location – 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall
Sacramento, California, Room 141
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

FULL MONTH BOARD MEETING – OCTOBER 9, 2007

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

FULL MONTH BOARD MEETING AGENDA³

October 9, 2007
9:00 a.m. – 4:00 p.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:45 a.m.)

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Suzanne M. Ambrose**
- 3. REPORT OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION (DPA)**
- DPA Representatives
- 4. REPORT ON THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (CalPERS)**
- Maeley Tom
- 5. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 6. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 7. REPORT ON LEGISLATION – Sherry Evans**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

³ The Agenda for the Board Meetings can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

(9:45 a.m. – 10:00 a.m.)

8. EEO TRAINING WORKGROUP UPDATE
Beth Selling, California State Personnel Board

The EEO Training Workgroup was formed in response to the need for quality and consistency in EEO training across government lines. This update centers on the status of the EEO Training Workgroup and its desire to establish intergovernmental standards for EEO training. The workgroup, which consists of state and local government representatives, is working with SPB to develop the criteria and minimum standards of adequacy by which all EEO training vendors are evaluated.

CLOSED SESSION OF THE STATE PERSONNEL BOARD PURSUANT TO
COPELY PRESS, INC. v. SUPERIOR COURT (2006) 39 CAL. 4TH 1272

(10:00 a.m. – 10:30 a.m.)

9. ORAL ARGUMENT

In the matter of **CASE NO. 07-1381A**. Appeal from dismissal.
Correctional Sergeant. Department of Corrections and Rehabilitation.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:30 a.m. – 11:00 a.m.)

10. ORAL ARGUMENT

In the matter of **CASE NO. 05-1043P**. Appeal from dismissal. Tax Counsel,
Range D. Board of Equalization.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(11:00 a.m. – 11:15 a.m.)

**11. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND
OTHER APPEALS**

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(11:15 a.m. – 11:45 a.m.)

**12. INFORMATIONAL BRIEFING – VETERANS PREFERENCE POINTS
- California State Personnel Board Staff**

Discussion with Board staff and interested parties concerning the correct method
for awarding veterans preference points in the examination process.

(11:45 a.m. – 12:15 p.m.)

**13. INFORMATIONAL BRIEFING – RULE OF THREE RANKS
- California State Personnel Board Staff**

Discussion with Board staff and interested parties concerning under what
circumstances eligibility lists may be comprised of only three ranks.

(12:15 p.m. – 1:15 p.m.)

LUNCH

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(1:15 p.m. – 1:45 p.m.)

14. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

15. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (c) (3), and 18653.]

16. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1) and 18653.]

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 THE

Colocousis, et al. v. State Personnel Board, et al.
Sacramento Superior Court Case No. 07CS00461

17. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

18. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(1:45 p.m. – 2:00 p.m.)

19. **DISCUSSION OF UPCOMING BOARD MEETING SCHEDULE OF OCTOBER 22, 2007, IN SACRAMENTO, CALIFORNIA**

BOARD ACTIONS:

20. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF SEPTEMBER 4, 2007**
21. **EVIDENTIARY CASES - (See Case Listings on Pages 12 - 20)**
22. **RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 26 - 27)**
23. **NON-EVIDENTIARY CASES - (See Case Listings on Pages 20 - 23)**
24. **NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act

on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY

The Department of Corrections and Rehabilitation proposes the establishment of a new safety class, Supervising Dental Assistant, Correctional Facility.

PHARMACIST I, CORRECTIONAL FACILITY

PHARMACIST II, CORRECTIONAL FACILITY

The Plata Personnel Services Office, Department of Corrections and Rehabilitation, proposes the establishment of two new safety classes, Pharmacist I, Correctional Facility and Pharmacist II, Correctional Facility.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

NONE

25. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

LIFEGUARD SERIES

STATE PARK RANGER SERIES

The Department of Parks and Recreation proposes classification title changes for two of their classification series, Lifeguard and State Park Ranger, to adequately reflect the peace officer role of the classification. Language regarding equal employment opportunity was also updated.

26. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

DEPUTY DIRECTOR

The California Gambling Control Commission proposes to allocate the above position to the CEA category. The Deputy Director is responsible for policy development and formulation pertaining to the gambling industry in California and issues related to fiduciary responsibilities and proper accounting of revenues.

DIRECTOR, OFFICE OF GOVERNMENTAL AFFAIRS

The Public Utilities Commission proposes to allocate the above position to the CEA category. The Director, Office of Governmental Affairs is responsible for managing all legislative activities, recommends strategic policies, and directly involved in the formulation and implementation of intergovernmental policies.

DIRECTOR, ADMINISTRATION DIVISION

The California Commission on Teacher Credentialing proposes to allocate the above position to the CEA category. The Director, Administration Division, plans organizes, directs and supervises the operations of the Administration Division; develops overall personnel and fiscal business services and procedures for the Commission, and advises program staff and Commissioners on complex Administration program and policy issues.

**ASSISTANT EXECUTIVE DIRECTOR, SALINAS VALLEY
PSYCHIATRIC PROGRAM**

The Department of Mental Health proposes to allocate the above position to the CEA category. The Assistant Executive Director is responsible for ensuring the coordination of clinical and administrative services in a manner which promotes an environment of quality care and treatment of patients and the daily implementation of major policy made in relation to psychiatric services provided to California Department of Corrections and Rehabilitation inmates.

DEPUTY DIRECTOR, ASSET MANAGEMENT BRANCH

The California Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Deputy Director is responsible for policy development and formulation pertaining to the continuous investment of real property, including policies for disposal of property and the administration of the Department's Master Plan that provides the strategic blueprint for the Departments acquisition, design, planning, operation, renovation, management and disposition of all real estate assets, both state-owned and leased.

DEPUTY DIRECTOR, ACQUISITIONS BRANCH

The California Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Deputy Director is responsible for the policy development and formulation pertaining to land use matters and land acquisition, including complex real estate transactions and developing and managing a statewide program that provides acquisition and valuation services for land and facility sales and disposals real estate portfolio.

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DEPUTY DIRECTOR, FACILITY PLANNING BRANCH

The California Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Deputy Director is responsible for the policy development and formulation for the master planning of facilities and internal management of the state's facility planning process and developing and managing the Department's Master Plan that provides the strategic blueprint for the Departments acquisition, design, planning, operation, renovation, management and disposition of all real estate assets, both state-owned and leased.

DEPUTY DIRECTOR, DESIGN SERVICES BRANCH

The California Department of Corrections and Rehabilitation proposes to allocate the above position to the CEA category. The Deputy Director is responsible for the policy development and formulation of the New Prison Policy Guidelines, designs of prison facilities and staff and operation development for new prisons and the development and management of the Department's design services for the state-owned facilities.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

DEPUTY DIRECTOR OF ADMINISTRATION, BOARD OF EQUALIZATION

The Board of Equalization's request to allocate the above position has been approved effective September 7, 2007.

CHIEF INFORMATION OFFICER, BOARD OF EQUALIZATION

The Board of Equalization's request to allocate the above position has been approved effective September 10, 2007.

DEPUTY DIRECTOR, MENTAL HEALTH PROGRAM SERVICES, DEPARTMENT OF CORRECTIONS AND REHABILITATION

The Department of Corrections and Rehabilitation's request to allocate the above position has been approved effective September 10, 2007.

DEPUTY DIRECTOR, SAFETY AND RELIABILITY, PUBLIC UTILITIES COMMISSION

The Public Utilities Commission's request to allocate the above position has been approved effective September 10, 2007.

CHIEF, STRATEGIC PLANNING, POLICY AND RESEARCH, DEPARTMENT OF GENERAL SERVICES

The Department of General Services' request to allocate the above position has been approved effective September 14, 2007.

**DEPUTY DIRECTOR, CONSUMER PROTECTION AND ELECTRIC
GENERATION PERFORMANCE**

The Public Utilities Commission's request to allocate the above position has been approved effective September 19, 2007.

27. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

28. WRITTEN STAFF REPORT FOR BOARD INFORMATION

ANNUAL CENSUS OF EMPLOYEES IN THE STATE CIVIL SERVICE

The State Personnel Board has prepared this report for Fiscal Year 2006-2007, in compliance with California Government Code Sections 19237, 19405, 19705, 19792.5(b), and 19793, to inform the Governor and Legislature about the composition of the state civil service workforce.

29. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

30. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Pages 24 - 25)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(2:00 p.m. – 4:00 p.m.)

31. MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING

This course complies with Government Code 12950.1 (AB 1825).

A D J O U R N M E N T

21. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **CASE NO. 05-1007EA**

Appeal from denial of discrimination complaint

Classification: Outside contractor

Department: Department of Transportation

Proposed decision rejected December 19, 2006.

Pending oral argument April 3, 2007, Sacramento.

Oral argument continued.

Oral argument heard July 10, 2007, Sacramento.

Case ready for decision by FULL Board.

(2) **CASE NO. 03-3412PA**

Appeal from rejection during probation

Classification: Correctional Counselor II (Supervisor)

Department: Department of Corrections and Rehabilitation

Petition for rehearing granted April 3, 2007.

Transcript prepared.

Pending oral argument July 10-11, 2007, Sacramento.

Oral argument continued.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

(3) **CASE NO. 06-3023A**

Appeal from ten percent reduction in salary for three months

Classification: Psychiatric Technician

Department: Department of Corrections and Rehabilitation

Proposed decision rejected March 2, 2007.

Transcript prepared.

Oral argument heard August 7, 2007, Pasadena.

Case ready for decision by FULL Board.

(4) CASE NO. 05-1285A

Appeal from dismissal

Classification: Public Safety Dispatcher II

Department: Department of California Highway Patrol

Proposed decision rejected January 9, 2007.

Transcript prepared.

Pending oral argument June 5, 2007, Sacramento.

Oral argument continued.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

(5) CASE NO. 06-2010A

Appeal from medical termination

Classification: Administrative Support Coordinator II

Department: California State University, Los Angeles

Proposed decision rejected May 8, 2007.

Transcript prepared.

Oral argument heard August 7, 2007, Pasadena.

Case ready for decision by FULL Board.

(6) CASE NO. 07-0806PA

Appeal from Executive Officer's disapproval of Unarmed Security Guard Services

Department: California Highway Patrol

Petition for rehearing granted May 8, 2007.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

(7) CASE NO. 07-003 (b)

Appeal from Executive Officer's disapproval of contract

Classification: Janitorial Services

Department: Department of Health Services

Petition for rehearing granted May 8, 2007.

Oral argument heard September 4, 2007, Sacramento.

Case ready for decision by FULL Board.

B. CASES PENDING

ORAL ARGUMENTS

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

- (1) CASE NO. 07-1381A**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (2) CASE NO. 05-1043P**
Appeal from dismissal
Classification: Tax Counsel, Range D
Department: Board of Equalization

C. CHIEF COUNSEL RESOLUTIONS

- (1) CASE NOS. 06-4707 & 07-1487**
Classification: Staff Psychologist-Clinical, CF
Department: Department of Corrections and Rehabilitation
Resolution rejecting stipulation for settlement entered into between appellant and the Department of Corrections and Rehabilitation.

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) CASE NO. 06-3772**
CASE NO. 06-3517
Appeal from a one step reduction in salary for twelve months
Appeal from dismissal
Classification: Psychiatric Technician
Department: Department of Developmental Services
- (2) CASE NO. 00-1687AC**
Appeal from denial of request for reasonable accommodation
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
- (3) CASE NO. 07-1347**
Appeal from ten percent reduction in salary for 13 months
Classification: Office Technician
Department: Department of Corrections and Rehabilitation
- (4) CASE NO. 07-0743**
Appeal from suspension for 60 calendar days
Classification: Office Assistant (Typing)
Department: Department of Corrections and Rehabilitation
- (5) CASE NO. 07-0651**
Appeal from rejection during probationary period
Classification: Supervising Registered Nurse II
Department: Department of Corrections and Rehabilitation
- (6) CASE NO. 06-3562**
Appeal from dismissal
Classification: Supervising Housekeeper I
Department: Department of Mental Health

- (7) **CASE NO. 06-3699**
CASE NO. 06-3732
Appeal from a Letter of Reprimand
Appeal from five percent reduction in salary for six months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

- (8) **CASE NO. 06-4585E**
Appeal From denial of reasonable accommodation
Classification: Staff Services Manager II
Department: Commission on Teacher Credentialing

- (9) **CASE NO. 07-0939E**
Appeal from discrimination complaint
Classification: Staff Service Analyst
Department: California Exposition and State Fair

- (10) **CASE NO. 06-3526**
Appeal from five percent reduction in salary for six months
Classification: Psychiatric Technician Assistant
Department: Department of Developmental Services

- (11) **CASE NO. 05-1863E**
Appeal from denial of discrimination complaint.
Classification: Workers Compensation Insurance Technician
Department: State Compensation Insurance Fund

- (12) **CASE NO. 06-3311B**
Appeal from back salary determination after reinstatement from dismissal.
Classification: Material and Stores Supervisor I
Department: Department of Corrections and Rehabilitation

- (13) **CASE NO. 07-1831**
CASE NO. 07-1806
CASE NO. 07-1882
Appeal from five percent reduction in salary for twelve months
(Case Nos. 07-1831, 07-1806)
Appeal from five percent reduction in salary for 36 months
(Case No. 07-1882)
Classification: Correctional Officer's & Correctional Sergeant
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **CASE NO. 06-2447P**
Appeal from dismissal
Classification: Accounting Officer (Specialist)
Department: Employment Development Department

(2) CASE NO. 06-1556PA

Appeal from rejection during probation

Classification: Heavy Fire Equipment Operator

Department: Department of Forestry and Fire Protection

(3) CASE NO. 05-1177P

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) CASE NO. 06-3534A

Appeal from constructive medical termination

Classification: Psychiatric Technician Assistant

Department: Department of Developmental Services

Proposed decision rejected June 19, 2007.

Pending transcript.

(2) CASE NO. 06-3014PA

Appeal from punitive transfer

Classification: Correctional Sergeant

Department: Department of Corrections and Rehabilitation

Petition for rehearing granted July 10, 2007.

Transcript prepared.

Pending oral argument October 9, 2007, Sacramento.

- (3) **CASE NO. 07-0850A**
Appeal from non-punitive termination
Classification: Clinical Social Worker
Department: Department of Corrections and Rehabilitation
- Proposed decision rejected September 24, 2007
Pending transcript.
- (4) **CASE NO. 05-1432E**
Appeal from denial of sexual harassment complaint
Classification: Health Facilities Evaluator Nurse
Department: Department of Health Services
- Proposed decision rejected June 5, 2007.
Transcript prepared.
Pending oral argument November 5, 2007, San Diego.
- (5) **CASE NO. 05-3327A**
Appeal from dismissal
Classification: Medical Technical Assistant
Department: Department of Corrections and Rehabilitation
- Proposed decision rejected July 10, 2007.
Pending transcript.
- (6) **CASE NO. 06-1413PA**
Appeal from five percent reduction in salary for six months
Classification: Registered Nurse
Department: Department of Corrections and Rehabilitation
- Petition for rehearing granted August 7, 2007.
Pending transcript
- (7) **CASE NO. 07-1381A**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- Proposed decision rejected June 5, 2007.
Transcript prepared.
Pending oral argument October 9, 2007, Sacramento.

(8) CASE NO. 05-1043P

Appeal from dismissal

Classification: Tax Counsel, Range D

Department: Board of Equalization

Petition for rehearing granted June 5, 2007.

Transcript prepared.

Pending oral argument October 9, 2007, Sacramento.

23. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

(1) CASE NO. 06-2363N

Classification: Cadet

Department: California Highway Patrol

Issue: Suitability; premeditated petty theft and operating a vehicle under the influence.

(2) CASE NO. 06-2351N

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Issue: Suitability; omitted employment and termination information.

- (3) **CASE NO. 06-1688N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; illegal drug activity.
- (4) **CASE NO. 06-2556N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; provided inaccurate information and negative law enforcement contacts.
- (5) **CASE NO. 06-2256N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; job termination within one year of his CDCR application.
- (6) **CASE NO. 06-2255N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted employment information and negative law enforcement contacts.
- (7) **CASE NO. 06-1803N**
Classification: Cadet
Department: California Highway Patrol
Issue: Suitability; provided inaccurate information regarding his military reprimands, excessive drinking and unfavorable rental history.
- (8) **CASE NO. 06-1956N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; one DUI conviction.
- (9) **CASE NO. 06-3723N**
Classification: Correctional Officer
Department: California Department of Corrections & Rehabilitation
Issue: Suitability; drug use within one year of his CDCR application.

- (10) **CASE NO. 06-1834N**
Classification: Youth Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; drug use within one year of his CDCR application.
- (11) **CASE NO. 06-3025N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; job terminations within one year of his CDCR application.
- (12) **CASE NO. 06-3074N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; job termination within one year of CDCR application.
- (13) **CASE NO. 06-1876N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; failed to supply information or documentation needed to complete his background investigation.
- (14) **CASE NO. 06-3046N**
Classification: Cadet
Department: California Highway Patrol
Issue: Suitability; failed to disclose termination reasons from a prior employer.
- (15) **CASE NO. 06-2846N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information regarding previous employment application with the California Youth Authority and Background Investigation, as well as negative law enforcement contacts.
- (16) **CASE NO. 06-3095N**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; failed to report negative law enforcement contacts.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

- **CASE NO. 06-3848N**
Classification: Youth Correctional Officer
Department: Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

NONE

PETITIONS FOR REHEARING CASES

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY) (VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

6. HEARING – PROPOSED AMENDMENTS TO REGULATIONS CONCERNING PROCEDURES THAT APPLY TO COST SAVINGS PERSONAL SERVICES CONTRACTS UNDER GOVERNMENT CODE SECTION 19130(a) (Hearing held July 10, 2007.)

7. CASE NO. 05-4007EA

Appeal from denial of discrimination complaint. Outside contractor. Department of Transportation. (Oral argument held July 10, 2007.)

- 8. PERSONAL SERVICES CONTRACT NO. 07-01.** Appeal of the Department of the California Highway Patrol (CHP) from the Executive Officer's February 21, 2007, Disapproval of CHP's Personal Services Contracts for Custodial Services at the following offices: Torrance Area Office (RFP 078CP62001); Yolo Area Office (RFP 078CP6159); Burney Area Office (RFP 078CP5634R); Anaheim Area Office (RFP 078CP6171); Los Angeles Area Office (RFP 078CP6167); Monterey Park Area Office (RFP 078CP6170); Oceanside Area Office (RFP 078CP6141); Blythe Area Office (RFP 078CP6139); Santa Ana Area Office (RFP 078CP5905R); and Redwood City Area Office (RFP 078CP6143I). (Oral argument held July 10, 2007.)
- 9. CASE NO. 06-3023A.** Appeal from ten percent reduction in salary for three months. Psychiatric Technician. Department of Corrections and Rehabilitation. (Oral argument held on August 7, 2007.)
- 10. CASE NO. 06-2010A.** Appeal from medical termination. Administrative Support Coordinator II. California State University, Los Angeles. (Oral argument held on August 7, 2007.)
- 11. CASE NO. 03-3412PA.** Appeal from rejection during probation. Correctional Counselor II (Supervisor). Department of Corrections and Rehabilitation.
- 12. CASE NO. 05-1285A.** Appeal from dismissal. Public Safety Dispatcher II. Department of the California Highway Patrol.
- 13. PERSONAL SERVICES CONTRACT NO. 06-03, CASE NO. 07-0806PA.** Appeal in the matter of the Executive Officer's disapproval of Unarmed Security Guard Services contract. Department of the California Highway Patrol.
- 14. PERSONAL SERVICES CONTRACT NO. 07-02, CASE NO. 07-003(b)** Appeal in the matter of the Executive Officer's disapproval of the Janitorial Services contract. Department of Health Services.

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



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(Cal. 10/09/07)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

The status of major legislation being followed for impact on Board programs and the general administration of the State Civil Service Merit System is detailed in the attached report.

Any legislative action that takes place after the printing of this report, which requires discussion with the Board, will be covered during the Board meeting.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry A. Evans'.

Sherry A. Evans
Director of Legislation

Attachment

**STATE PERSONNEL BOARD
LEGISLATIVE TRACKING
REPORT
2007-08 SESSION**

Status as of September 28, 2007



BILL/ AUTHOR	BOARD POSITION	SUBJECT	STATUS OF BILL
AB 67 (Dymally)	SIGN	AB 67 amends the provisions contained in the Dymally-Alatorre Bilingual Services Act (Act) that require state agencies to conduct a biennial language survey and implementation plan and employ qualified bilingual staff when a significant language need is identified. The amendments proposed by this Bill standardize and define language in the Act, clarify the State Personnel Board's (SPB's) responsibility to establish bilingual fluency standards, and expand the SPB's ability to grant exemptions to the language survey and implementation plan.	09/11/2007-Enrolled and to the Governor at 7:45 p.m. 09/11/2007-A ENROLLED
AB 160 (Lieber)	Watch	Would establish the California Sentencing Commission, with specified membership and terms, to devise sentencing guidelines. The bill would also create a Judicial Advisory Committee composed of judges, as specified, to assist the commission. This bill contains other related provisions.	09/12/2007-Read third time, passage refused. (Ayes 9. Noes 25. Page 2652.) Motion to reconsider made by Senator Cedillo. Reconsideration granted. (Page 2652.) 09/07/2007-S THIRD READING
AB 174 (Price)	No Position	This bill would expand the remedies available to individuals who file discrimination complaints with the State Personnel Board by authorizing the State Personnel Board to award reasonable attorney's fees and costs.	09/13/2007-Enrolled and to the Governor at 1:15 p.m. 09/13/2007-A ENROLLED
AB 220 (Bass)	Watch	Would enact the Firefighters Procedural Bill of Rights Act to prescribe various rights of firefighters, defined as any firefighter employed by a public agency, including a firefighter who is a paramedic or emergency medical technician, with specified exceptions. The bill would prescribe rights related to, among others, political activity, interrogation, punitive action, and administrative appeals, with specified requirements imposed upon the employing agency and the imposition of a civil penalty for a violation thereof. The bill would also specify that reimbursement of funds by the state shall be limited to the actual costs associated with the act, as specified. This bill contains other related provisions and other existing laws.	09/12/2007-Senate amendments concurred in. To enrollment. (Ayes 70. Noes 4. Page 3350.) 09/12/2007-A ENROLLMENT
AB 295 (Lieu)	No Position	Would require specified state agencies to use additional separate collection categories and tabulations for other major Asian groups and Native Hawaiians and other Pacific Islander groups, including Bangladeshi, Fijian, Hmong, Indonesian, Malaysian, Pakistani, Sri Lankan, Taiwanese, Thai, and Tongan. This bill would also require that these specified state agencies update their data collection categories to match those used by the United States Census Bureau. This bill would further require a state agency, board, or commission that directly or by	09/12/2007-Senate amendments concurred in. To enrollment. (Ayes 51. Noes 26. Page 3400.) 09/12/2007-A ENROLLMENT

		contract collects demographic data, include data on specified collection categories and tabulations in any demographic report on ancestry or ethnic origins of Californians that it publishes or releases on or after July 1, 2009. This bill would further require a state agency, board, or commission to make the collected data available to the public, in accordance with state and federal law, except for personal identifying information, which shall be deemed confidential.	
AB 392 (Lieu)	Watch	Would require a qualified employer to allow a qualified employee who is a spouse of a qualified member of the Armed Forces, National Guard, or Reserves to take up to 10 days of unpaid leave during a qualified leave period, as provided. This bill contains other related provisions.	09/11/2007-In Assembly. Concurrence in Senate amendments pending. Senate amendments concurred in. To enrollment. (Ayes 68. Noes 6. Page 3296.) 09/11/2007-A ENROLLMENT
AB 503 (Swanson)	Watch	Would require the California Research Bureau to conduct a study, to be submitted to the Legislature by June 30, 2008, on issues related to a requirement that state and local agencies provide eight hours' written notice to employees who are required to work overtime. The bill would require the study to address the impacts of such a requirement on both employers and employees .	06/14/2007-Referred to Com. on RLS. 06/14/2007-S RLS.
AB 671 (Beall)	No Position	Would make legislative findings and declarations regarding the state's responsibility for the well-being of foster youth and former foster youth. The bill would require the State Personnel Board to establish an Emancipated Foster Youth Examination and Appointment Program to promote the hiring of qualified foster youth in specified entry level positions in any state agency or department as determined by the board. The bill would require the board or its designee to conduct competitive examinations to determine the qualifications and readiness of emancipated foster youths for state employment. It would require that all examination appointments to positions under the program be made on a temporary and provisional basis, and would provide that, with the approval of the board, a candidate who successfully completes this temporary period may be appointed, without further examination, to an appropriate position in which civil service status may accumulate. The bill would allow applicants for and candidates in the program examination process to appeal specified actions . This bill contains other related provisions and other existing laws.	08/30/2007-In committee: Set, first hearing. Held under submission. 08/30/2007-S APPR. SUSPENSE FILE
AB 721 (Maze)	Watch	Would provide that, notwithstanding any other provision of the act, when a Member of the Legislature requests a public record from a state agency, the state agency shall make the determination and notification required by these provisions immediately and in no event later than 3 business days after receipt of the request.	06/01/2007-Failed Deadline pursuant to Rule 61(a)(5). Last location was APPR. SUSPENSE FILE

			06/01/2007-A 2 YEAR
<u>AB 890</u> (<u>Aghazarian</u>)	Watch	Would create the Commission on Peace Officer Standards and Training, which would succeed to those functions.	08/30/2007-In committee: Set, first hearing. Held under submission. 08/30/2007-S APPR. SUSPENSE FILE
<u>AB 933</u> (<u>Jeffries</u>)	No Analysis Required	Would revise these provisions. The bill would also delete obsolete statutory provisions relating to the Governor, Members of the Legislature, and other statewide elected officers.	07/27/2007-Chaptered by the Secretary of State, Chapter Number 142, Statutes of 2007 07/27/2007-A CHAPTERED
<u>AB 1393</u> (<u>Leno</u>)	Watch	Would as of July 1, 2009, require any state agency that publishes an Internet Web site to include on the homepage of that site specified information that is not exempt from disclosure under the act about how to contact the agency, how to request records under the act, and a form for submitting online requests for records. It would authorize any person to bring an action to enforce the duty of a state agency to post this information and would provide for penalties including monetary awards to be paid by the agency, with specified provisions to become operative on January 1, 2009. This bill contains other related provisions.	09/12/2007-Senate amendments concurred in. To enrollment. (Ayes 77. Noes 0. Page 3379.) 09/12/2007-A ENROLLMENT
<u>AB 1496</u> (<u>Swanson</u>)	No Position	Would require any city or county , except a charter city or county, or a charter city and county that provides a civil service system of employment in its charter , that adopts a civil service system or its equivalent, as specified, to provide for the classification of all employment positions. The bill would allow for the exclusion from that classification requirement, substitute and short-term employees, as defined, and apprentices or professional experts employed on a temporary basis for a specific project. Further, prior to the hiring of any short-term employee, the bill would require the legislative body of a city or county to, at a public meeting, report on the specifics of that hiring and certify the ending date of service. The bill would require any existing system to conform to the above-described requirements by March 1, 2008. The bill would exempt from these provisions the continued employment or classification of a county or city employee who is appointed or deputized as a reserve or auxiliary peace officer, as defined, or who is a volunteer or reserve firefighter in the employ of a regularly organized fire department of a county or city.	07/11/2007-In committee: Set, first hearing. Testimony taken. Further hearing to be set. 07/11/2007-S L. GOV.
<u>AB 1648</u> (<u>Leno</u>)	Watch	Would provide that the confidentiality of peace officer records, as specified, does not apply to specified government bodies that review the investigations, findings, or employment actions of a department or agency. The bill would make specified	05/02/2007-Failed Deadline pursuant to Rule 61(a)(2). Last location was PUB. S.

		information in certain disciplinary records pertaining to peace officers available to the public, as specified. This bill contains other related provisions and other existing laws.	05/02/2007-A 2 YEAR
AB 1668 (Leno)	Watch	Would require the Director of Technology Services, in conjunction with the State Chief Information Officer and other specified state entities, to implement a project examining the use of an open file format with no more than 3 state agencies or departments. This bill would further require the State Chief Information Officer, in conjunction with other specified state entities, to report on the results of the project no later than January 10, 2009. This bill would also require the Department of General Services, in consultation with the State Chief Information Officer, to consider specific modifications to the standards used for the state to acquire information technology and to report its findings to the Legislature no later than October 1, 2008.	06/01/2007-Failed Deadline pursuant to Rule 61(a)(5). Last location was APPR. SUSPENSE 06/01/2007-A 2 YEAR
AB 1702 (Blakeslee)	SIGN	Would authorize the Department of Transportation to conduct competitive examinations on a position-specific basis for specified managerial classifications as agreed to by the State Personnel Board, as specified. The bill would also make legislative findings and declarations with regard to a related demonstration project. This bill contains other related provisions and other existing laws.	09/11/2007-Enrolled and to the Governor at 7:45 p.m. 09/11/2007-A ENROLLED
ACA 1 (Price)	Watch	Would assign the responsibility for adjusting boundary lines of Senate, Assembly, congressional, and State Board of Equalization districts to a commission that , subject to specified conditions, consists of 11 members, including the 9 public members of the Milton Marks "Little Hoover" Commission on California State Government Organization and Economy and 2 additional persons appointed by those 9 members . It would require the Legislature to establish, by statute, procedures to ensure compliance with specified requirements for membership on the commission. This bill contains other related provisions.	06/21/2007-Re-referred to Com. on APPR. 06/21/2007-A APPR.
SB 26 (Simitian)	Neutral	This bill would require that demographic data collection by race be structured in a manner that allows the surveyed individual to select more than one race. A single category labeled "multi-racial" would be prohibited.	08/30/2007-Set, second hearing. Held in committee and under submission. 08/30/2007-A APPR. SUSPENSE FILE
SB 519 (Committee on Governmental	SIGN	Would authorize the calling of a special meeting to provide for an interim executive officer of a state body upon the death, incapacity, or vacancy in the office of the executive officer.	07/20/2007-Chaptered by the Secretary of State, Chapter Number 92, Statutes of 2007 07/20/2007-S CHAPTERED

Organization)			
<u>SB 721</u> (<u>Ashburn</u>)	Watch	By January 1, 2010, this bill would require every state agency to establish and implement a succession plan, as defined. By January 1, 2012, the bill would require every state agency to report to the Legislature on the success or failure of the implemented succession plan, as specified.	08/30/2007-Set, second hearing. Held in committee and under submission. 08/30/2007-A APPR. SUSPENSE FILE
<u>SB 870</u> (<u>Ridley-Thomas</u>)	Neutral with Amendments	Would require an adverse action against a managerial, supervisory, or confidential employee, as defined, to commence within one year of the cause for discipline.	09/07/2007-Placed on inactive file on request of Assembly Member De Leon. 09/07/2007-A INACTIVE FILE
<u>SB 1019</u> (<u>Romero</u>)	Support if amended	Would state the intent of the Legislature to abrogate the California Supreme Court decision in Copley Press, Inc. v. Superior Court and to restore public access to meetings and hearings regarding peace officer discipline that were open prior to the Copley Press decision. This bill contains other related provisions.	06/26/2007-Set, first hearing. Held in committee without recommendation. 06/26/2007-A PUB. S.

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD DATE OCTOBER 9, 2007

(Cal. 10/09/07)

MEMO TO : STATE PERSONNEL BOARD

FROM : MIKE STRAZZO, Merit Operations Division

SUBJECT : Non-Hearing Calendar Items for Board Action

SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY

The Department of Corrections and Rehabilitation proposes the establishment of a new safety class, Supervising Dental Assistant, Correctional Facility.

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PHARMACIST I, CORRECTIONAL FACILITY

PHARMACIST II, CORRECTIONAL FACILITY

The Plata Personnel Services Office, Department of Corrections and Rehabilitation, proposes the establishment of two new safety classes, Pharmacist I, Correctional Facility and Pharmacist II, Correctional Facility.

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TO: STATE PERSONNEL BOARD

FROM: Phyllis Bonilla
Personnel Program Advisor
Classification and Compensation Division
Department of Personnel Administration

REVIEWED BY: Josie Fernandez
Program Manager
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed establishment of a new safety class, Supervising Dental Assistant, Correctional Facility, with a one year probationary period.

SUMMARY OF ISSUES:

The Department of Corrections and Rehabilitation (CDCR) is proposing the establishment of a new safety class, Supervising Dental Assistant, Correctional Facility. On 07/01/06, CDCR received 177 new dental positions to assure requirements of a federal court stipulated agreement are met. CDCR entered into this stipulated agreement as a settlement to an inmate class action lawsuit (Carlos Perez, et al vs. James Tilton, et al,) alleging CDCR has failed to provide adequate and appropriate dental care to inmates.

CDCR will eventually receive over 400 new dental positions by the close of the 2008/2009 fiscal year. Dental Assistant, Correctional Facility, (DA, CF) positions will increase by 159 new positions. Given the number of new DA, CF positions to be introduced at each institution, CDCR is in need of a designated supervisory dental assistant classification. It is proposed the Supervising Dental Assistant, Correctional Facility, classification have a one year probationary period given the supervisory and clinical nature of work to be performed. The proposed new class will supervise DAs, CF, administration dental office staff (when necessary), and will have regular and routine personal contact with inmates and will be charged with performing typical safety duties.

CONSULTED WITH:

William Kuykendall, Chief Dentist, CF, Division of Correctional Health Care Services (DCHCS), CDCR
Richard Robinson, Health Planning Specialist, DCHCS

CONSULTED WITH – CONTINUED:

Joseph Paulson, Chief Dentist, CF, California Medical Facility, (CMF) CDCR
Shelby Farrow, Health Program Coordinator, CMF, CDCR
Kathy Olson, Section Chief, Office of Personnel Services, CDCR
Jennifer Nolan, Manager, Office of Personnel Services, CDCR
Sue Gladden, Manager, Division of Juvenile Justice, CDCR
Cecelia Perrin, Manager, Selection Services
Kim Pruitt, Associate Personnel Analyst, Office of Personnel Services, CDCR
Phyllis Bonilla, Department of Personnel Administration
Daphne Baldwin, State Personnel Board

The Department of Personnel Administration has provided written notice of this proposal to the Association of California State Supervisors.

CLASSIFICATION CONSIDERATIONS:

Please see attached proposal.

RECOMMENDATIONS:

That the class of Supervising Dental Assistant, Correctional Facility, be established with a one-year probationary period, and the proposed specification for the class as shown in this calendar be adopted effective October 9, 2007.

B. CLASSIFICATION CONSIDERATIONS**BACKGROUND**

- 1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.**

The California Department of Corrections and Rehabilitation (CDCR) is mandated under the United States Constitution to provide adequate health care to all inmates.

In December 2005, California State prisoners filed a class action lawsuit *Perez, et al v. Hickman, et al* alleging CDCR's failure to provide a dental care delivery system that ensures inmates' serious dental needs are addressed in a timely manner. The lawsuit (now, *Perez, et al v. Tilton, et al*) further alleged that due to the lack of appropriate dental care, CDCR subjects inmates to suffer permanent and unnecessary health damage. A Stipulation Agreement was filed by the Department to settle this lawsuit, and the terms and conditions require the Department to implement Dental Program Policies and Procedures (P&P) according to an agreed implementation plan schedule over a period of six years. The Department began implementing 36 new Dental Program P&P in 14 of the 33 institutions in July 2006 and the remainder will be phased in over a three-year timeframe. The implementation requires additional field and headquarters dental staffing.

Effective July 1, 2006 CDCR received 177 new dental positions including Dentists, Dental Assistants, Health Program Specialists, and Office Technicians. The Department will eventually receive a total of 427.5 dental positions upon completion of the roll-out anticipated for 2008/2009 fiscal year; institution clinical positions will increase from 130 Dental Assistants, CF (DA, CF) to 256, DA, CF (Chair Side & Back Office) and from 33 DA, CF (Self Care) to 66 DA, CF (Self Care)---an increase of 159 DA, CF positions alone. It is anticipated that once the roll-out is completed, each institution will have approximately 28 additional dental staff.

Current DA, CF, staffing is extremely limited which results in the Dentist, CF (DDS, CF) performing both the DA, CF, and administrative duties, i.e., completing the daily appointment schedule, retrieving medical records, coordinating emergency inmate referrals to the clinic, completion of CDCR's Health Care Services Request Form (Form 7362), handling and answering dental appeals, tracking dental services and procedures, counting, bagging, cleaning, etc. This additional workload results in approximately 35% less time for direct inmate patient dental treatment. The increase of approximately 150 DA positions will allow this work to be appropriately redirected to DA, CF.

Due to the increase in DA, CF, positions and the additional duties, workload, and responsibilities of the Dental Program P&P, CDCR is requesting the establishment of the new safety classification, Supervising Dental Assistant, Correctional Facility, to assist and support the CD, CF, Supervising DDS, CF, and the DDS, CF.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

The Supervising DA, CF will report to the Supervising DDS, CF, for clinical supervision and will receive clinical direction from the DDS, CF. The incumbent is under the general direction of the CD, CF.

3. Will the subject class(es) supervise? If so, what class(es)?

The Supervising DA, CF will supervise Dental Assistants, CF, and when necessary, the other dental administrative office staff.

4. What are the specific duties of the subject class(es)?

Under the clinical supervision of the Supervising DDS, and under the clinical direction of the DDS, CF, the Supervising DA, CF, supervises DAs in the daily dental clinic operations and provides supervision, training, leadership, and support to staff. The Supervising DA, CF, determines the daily duties to be performed by each dental assistant---“chair side” (assisting the dentist), “back-office” (coordinating emergency referrals to the clinic; tracking dental services and procedures; counting, bagging, cleaning, etc. dental instruments; completing dental services request forms; responding to dental appeals), “self-care” (providing instruction to inmate patients) and provides relief duties as needed and/or coverage during DA absences. The Supervising DA, CF, is responsible for developing a training program at each institution to ensure each DA satisfactorily performs the various DA duties as outlined in the Stipulation Agreement and ensures DAs adhere to State and Federal Regulations on Infection and Radiation Controls and procedures and the handling of hazardous materials.

The Supervising DA, CF, will assist Dental Quality Management Assessment Team staff in developing and documenting training programs, preparing lesson plans, creating training materials, and in delivering onsite and offsite training as needed. The incumbent will ensure all DA are trained on the Dental P&P and will

complete individual DA performance reviews and implement progressive disciplinary action as appropriate. The incumbent will prepare reports to the CD summarizing Dental Program P&P monitoring and compliance; supervise the monitoring and tracking of dental prosthetic cases; review incoming inmate dental classification priority to ensure treatment priorities are completed within required timeframes; and oversee timely movement of dental prescriptions from the dental clinic to the pharmacy and to the inmate-patient.

The Supervising DA, CF, will provide day to day accountability of the individual DA; report, log, and initiate replacement of broken instruments; and initiate institutional procedures for gate clearances. Additionally, the Supervising DA, CF, will serve as liaison between custody and DA staff to ensure communication in the event of a program modification, absence of a scheduled inmate, and/or timely arrival of both general and non-general population inmates.

The incumbent will also serve as the primary point of contact for DA registries; ensure completion of institutionally mandated employee orientation and training for dental registry assistants; maintain time and attendance for registry dental assistants; and initiate institutional procedures for gate clearances.

The Supervising DA, CF, is proposed as a "Safety" classification as all incumbents will have regular, routine personal contact with inmates and will be charged with the responsibility to maintain order, prevent escapes and injury by inmates to themselves, others, or to property; maintain security of working areas and work materials; inspect premises and search inmates for contraband, such as weapons or illegal drugs. The incumbent will oversee the daily inspection and search of the dental clinics for inmate contraband and/or alteration or destruction of dental equipment and supplies.

5. What is the decision-making responsibility of the subject class(es)?

The Supervising DA, CF is a licensed and skilled health care professional, trained to provide clinical instruction, direction, and guidance to DAs and to ensure compliance with all CDCR rules and regulations.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

Failure to provide clinical direction and supervision would result in non-compliance with CDCR's Dental Program P&P and rules and regulations. Additionally, failure to perform the proposed duties would result in inmate offenders not receiving adequate dental services in a timely manner, leaving the Department vulnerable to additional court sanctions and/or lawsuits.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

The Supervising DA, CF, must be able to interpret, clarify and/or demonstrate the DA specifics of the Dental Program P&P; perform and demonstrate clinical procedure; and assist the Dental Quality Management Assessment Team in developing and documenting training programs, including preparing lesson plans, creating training materials, and delivering onsite and offsite training.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The Supervising DA, CF, is in daily contact with the CD, CF, for guidance; the Supervising DDS for clinical supervision; and the DDS, CF for clinical direction; the DAs, as well as other members of the health care team such as the Dental Laboratory Technician, CF, and Office Technician (Typing). The incumbent will also have daily contact with inmates in providing basic dental health care services.

To ensure the continuity of care, the Supervising DA, CF, must also maintain good working relationships with employees both on the health care and custody teams (i.e., Chief Medical Officer, correctional health administrators, registered nurses, mid-level practitioners, physicians and other clinical, custody, and administrative staff).

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

The State's current classification structure does not provide a designated supervisory dental assistant classification. In order to meet the conditions of the Stipulation Agreement and to ensure the supervision of over 150 new DA positions, CDCR's need for a new classification is well supported. Incumbents in this new class will be located within the institution and supervise the DAs.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

Education equivalent to completion of the twelfth grade.

Two years of experience as a dental assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of six months of training being equal to twelve months of experience.

AND

Possession of a current license as Registered Dental Assistant in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

PROBATIONARY PERIOD

☐ Six Months

☒ One Year

11. If a probationary period other than six months is proposed, what is the rationale?

It is proposed the Supervising DA, CF, serve a one-year probationary period as typical for all designated supervisory classifications. Additionally, a one-year probationary period will provide sufficient time to effectively evaluate job performance where specialized clinical skills are required and evaluate administrative effectiveness.

STATUS CONSIDERATIONS

12. What is the impact on current incumbents?

NA

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

An examination will be administered. Upon successfully completing the required Supervising DA, CF, examination, candidates who are reachable on the certification list will be eligible for appointment. CDCR will ensure all legal requirements have been met prior to appointment.

CONSULTED WITH

- 14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.**

William Kuykendall, Chief Dentist, CF, DCHCS/CDCR
 Richard Robinson, Health Planning Specialist, DCHCS
 Joseph Paulson, Chief, Dentist, CF, California Medical Facility/CDCR
 Shelby Farrow, Health Program Coordinator, California Medical Facility
 Sue Gladden, Manager, Division of Juvenile Justice/CDCR
 Kathy Olson, Section Chief, Office of Personnel Services/CDCR
 Jennifer Nolan, Manager, Office of Personnel Services
 Cecelia Perrin, Manager I, Selection Services
 Kim Pruitt, Personnel Analyst, Office of Personnel Services

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

DENTAL ASSISTANT, CORRECTIONAL FACILITY
 Series Specification
 (Established _____)

SCOPE

This specification describes two (2) levels of Dental Assistants in the California Department of Corrections and Rehabilitation. Under the direction of a Dentist, in a State Correctional Facility, in the Department of Corrections or the Department of the Youth Authority, to incumbents assist him/her in the dental and related work of a dental office; to maintain order and supervise the conduct of inmates or youthful offenders; to protect and maintain the safety of persons and property; and to do other related work.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
SU55	9296	Dental Assistant, Correctional Facility
<u>SU54</u>	<u>9255</u>	<u>Supervising Dental Assistant, Correctional Facility</u>

DEFINITION OF LEVELS

DENTAL ASSISTANT, CORRECTIONAL FACILITY

This is the entry and journey level classification. Under the supervision of the Supervising Dental Assistant, Correctional Facility, and the clinical direction of a Dentist, Correctional Facility, incumbents shall assist the Dentist in dental procedures and related dental office work; ~~makes~~ make appointments for patients; ~~prepares~~ prepare and ~~arranges~~ arrange dental instruments, equipment, and accessories; ~~sterilizes~~ sterilize and ~~cares~~ care for dental instruments; ~~keeps~~ keep a sufficient amount of dental supplies available; ~~keeps~~ keep dental records of patients; ~~assists~~ assist dentist at the chair; ~~keeps~~ keep the dental office and equipment neat, clean, and sanitary; ~~takes~~ take and ~~develops~~ develop dental x-rays; ~~performs~~ perform dental laboratory functions; ~~instructs~~ instruct patients in proper practices of preventive dental care; ~~maintains~~ maintain order and ~~supervises~~ supervise the conduct of persons committed to the California Department of Corrections ~~or the Department of the Youth Authority~~ and Rehabilitation; ~~prevents~~ prevent escapes and injury by these persons to themselves, others, or to property; ~~maintains~~ maintain security of working areas and work materials; ~~inspects~~ inspect premises and ~~searches~~ search inmates or youthful offenders for contraband, such as weapons or illegal drugs; and perform other related work.

SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY

This is a first line supervisory level class responsible for supervising the work of the Dental Assistant, Correctional Facility. Under the general direction of the Chief Dentist, Correctional Facility; the direct clinical supervision of the Supervising Dentist, Correctional Facility; and the clinical direction of the Dentist, Correctional Facility, the Supervising Dental Assistant, Correctional Facility, provides supervision, training, and leadership to the Dental Assistant, Correctional Facility. At an adult institution, incumbents are responsible for planning, organizing, and directing the overall duties of dental assistants at the institution; ensuring dental assistants comply with policies and procedures, program standards within the guidelines of the State of California Dental Practice Act of 2002, and State and Federal regulations. Incumbents direct and assign dental assistants according to the day-to-day staffing requirements and staffing levels; meet routinely with dental assistants to review and discuss treatment performance and issues pertaining to the delivery of dental care to inmates; and assist staff in the development and documentation of training programs, preparation of lesson plans, creation of training materials, and delivery of onsite and offsite training as needed. Incumbents also serve as the primary point of contact for dental assistant registries; ensure completion of institutionally-mandated employee orientation and training for registry dental assistants.

MINIMUM QUALIFICATIONSDENTAL ASSISTANT, CORRECTIONAL FACILITY

One year of experience as a dental assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of three months of training being equal to six months of experience.)

SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY

Two years of experience as a dental assistant. (Training in a school for dental assistants may be substituted for the required experience on the basis of six months of training being equal to twelve months of experience.)

and

Possession of a current license as a Registered Dental Assistant in California. (Applicants who do not meet this requirement will be admitted to the examination, but must secure the required license before they will be considered eligible for appointment.)

KNOWLEDGE AND ABILITIESBOTH LEVELS:

Knowledge of: Principles and methods of sterilization; uses of the more common dental instruments, equipment, and materials; dental hygiene and prophylaxis; dental office procedure and principles of modern dental record keeping; techniques used in dental x-ray; and names of the teeth and various surfaces of the crown of the tooth.

Ability to: Communicate effectively at a level required for successful job performance; identify the more common dental instruments, equipment, and materials; mix dental material and prepare dental accessories; stand for long periods of time; analyze situations accurately and adopt an effective course of action; follow directions; and maintain effective working relationships with health care professionals and others.

SUPERVISING DENTAL ASSISTANT, CORRECTIONAL FACILITY

Knowledge of: In addition to the above, principles and practices of personnel management and effective supervision; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment; and Inmate Appeals (CDC 602) Program.

Ability to: In addition to the above, handle dental instruments and materials with dexterity to prevent injuries to staff, inmates, and patients.

SPECIAL PERSONAL CHARACTERISTICSBOTH LEVELS:

Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; alertness; keenness of observation; and tact.

SPECIAL PHYSICAL CHARACTERISTICSBOTH LEVELS:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-

being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Dental Assistant, Correctional Facility	6/15/93	--	--
<u>Supervising Dental Assistant, Correctional Facility</u>	<u> </u>	<u>--</u>	<u>--</u>

TO: STATE PERSONNEL BOARD

FROM: Phyllis Bonilla
Personnel Program Advisor
Classification and Compensation Division
Department of Personnel Administration

REVIEWED BY: Josie Fernandez
Program Manager
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Proposed establishment of a new Pharmacist, Correctional Facility series specification for use within the Department of Corrections and Rehabilitation's adult institution pharmacy program. The proposed series consists of two classes, a Pharmacist I, Correctional Facility, with a proposed six-month probationary period and a Pharmacist II, Correctional Facility, with a proposed twelve-month probationary period. Both classes are proposed safety classes.

SUMMARY OF ISSUES:

Under the direction of the Federal Court Receiver for the Department of Corrections and Rehabilitation's (CDCR) medical health care program, the Plata Personnel Services and Staff Development office, proposes the establishment of a new safety series, Pharmacist, Correctional Facility, for use within CDCR's adult institutions. This proposed new series reflects a change in duties for CDCR pharmacist as the focus of adult institution pharmacy program changes from a medication dispensing operation to a patient-centered, clinical pharmacology operation. The proposed Pharmacists, Correctional Facility, will have regular and routine contact with adult inmate patients and parolees by providing one-on-one medication consultation. Incumbents will also be charged with performing typical safety duties.

The proposed new series, and the change in CDCR's adult institution pharmacy program, are the result of an in depth review of CDCR's pharmacy operations by the Maxor National Pharmacy Services Corporation, an expert in correctional pharmaceutical health care. Maxor's findings confirmed other audits of CDCR's pharmacy operations (the need for central oversight; policies, processes, technology; systems for procurement, distribution and inventory control, etc.) and led to the restructuring of the institutional pharmacy operations.

The proposed probationary period for the new Pharmacist I, Correctional Facility (a rank-and-file class) is six months, and the proposed probationary period for the new Pharmacist II, Correctional Facility (a designated supervisory class) is twelve months.

CONSULTED WITH:

Lucy Michael, Maxor National Pharmacy Services Corp.
 Yana Paulson, Maxor National Pharmacy Service Corp.
 Mary Shaw, Plata Personnel Services and Staff Development, Plata Support Division
 Kathy Stigall, Deputy Director, Plata Personnel Services and Staff Development
 Karen Cates, California State Board of Pharmacy
 Don Fensterman, Director of Maximum (pharmacist recovery program vendor)
 Kay Norris, Chief, Personnel Services, CDCR
 Phyllis Bonilla, Department of Personnel Administration
 Daphne Baldwin, State Personnel Board

In accordance with the terms of the DPA/BU 19 contract, the Department of Personnel Administration (DPA) has notified the union (American Federation of State, County, and Municipal Employees) in writing of this proposal. DPA has also notified the Association of California State Supervisors of this proposal.

CLASSIFICATION CONSIDERATIONS:

Please see attached.

RECOMMENDATIONS:

That the following classes be established effective October 31, 2007; the proposed Pharmacist, Correctional Facility series specification for the classes as shown in the current calendar be adopted; and the probationary periods be as specified below:

<u>Class</u>	<u>Probationary Period</u>
Pharmacist I, Correctional Facility	six (6) months
Pharmacist II, Correctional Facility	twelve (12) months

RESOLUTIONS:

That the following resolution be adopted:

WHEREAS the State Personnel Board on October 9, 2007, established the classes indicated below in Column II effective October 31, 2007; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated below in Column II were substantially tested for in the examinations for the corresponding classes indicated in Column I; Therefore be it

RESOLVED, That any person in the Department of Corrections and Rehabilitation's adult institution pharmacy program with civil service status in one of the classes indicated in Column I on October 31, 2007, shall be reallocated to the appropriate class as indicated in Column II and hereby granted the same civil service status in that class without further examination; and be it further

RESOLVED, That any existing employee lists other than re-employment lists established for the classes indicated in Column I shall be used to certify to fill vacancies in the classes indicated in Column II as directed by the Executive Officer of the State Personnel Board until such lists are abolished, exhausted, or superseded by lists for the classes in Column II and any persons on existing re-employment lists for classes in Column I shall also be placed on re-employment lists for classes in Column II until expiration of their eligibility on re-employment lists for classes in Column I.

<u>Column I</u>	<u>Column II</u>
Pharmacist I	Pharmacist I, Correctional Facility
Pharmacist II	Pharmacist II, Correctional Facility

CLASSIFICATION CONSIDERATIONS

1. Provide some historical perspective about the organizational setting of the subject classes and the needs that this request addresses.

In June 2005, U.S. District Court Judge Thelton E. Henderson established a Receivership in response to a 2001 class action lawsuit (*Plata v. Schwarzenegger*) brought against the State of California over the quality of medical care in the State's Department of Corrections and Rehabilitation's (CDCR) 33 adult prisons. The court found the care provided to inmates violated the Eighth Amendment of the U.S. Constitution, which forbids cruel and unusual punishment of the incarcerated. Judge Henderson appointed Mr. Robert Sillen in April 2006 as Receiver to oversee operations and direct improvement in the quality of medical care, replacing CDCR in this area of responsibility.

Among the numerous steps the Receiver has taken to improve the quality of care in CDCR's adult institutions, the Receiver secured the services of a Texas-based Maxor National Pharmacy Services Corporation, an expert in correctional pharmaceutical health care. Maxor engaged in an extensive audit of adult institution pharmacies to identify the actions necessary to improve overall operations while creating a modern-day pharmacy services program. The audit confirmed the results of several previous audits conducted by the State Auditor, the Office of the Inspector General, FOX Systems Inc., and the Senate Advisory Commission on Cost Control in State Government. Among the deficiencies detailed in prior audits and confirmed by Maxor's review are:

- (1) lack of effective central oversight and leadership;
- (2) lack of an operational infrastructure of policies, processes, technology and human resources needed to support an effective program;
- (3) excessive costs and inefficiencies in the purchasing processes employed; and
- (4) ineffective systems for contracting, procurement, distribution and inventory control.

In summary, initial findings by Maxor confirm that notwithstanding numerous state audits, studies and evaluations followed by specific, detailed recommendations for improvement, the CDCR adult pharmacy operation remains costly, inefficient, and unsafe. Maxor has estimated California's costs for institutional pharmaceutical services is \$46 to \$80 million more than prison systems of similar size. Additionally, offender patients are not receiving clinical drug therapy in accordance with quality standards found in the community at large.

Overseeing the turnaround of CDCR's adult pharmacy system, Maxor has engaged in a three-year program to develop a patient-centered, centralized, organized and efficient pharmacy system for CDCR's 33 adult prisons and nearly 175,000 inmate patients. The Maxor "road map" maintains a primary focus on producing sustainable, patient-centered, outcome driven processes. The "road map" identifies key goals and recommended timelines for achieving them. It is Maxor's and the Receiver's intent to create a stand-alone, CDCR managed and operated "best practice" pharmacy system that allows institutional pharmacists to focus less on dispensing pills and more on clinical pharmacology and patient care.

To assist in creating this new pharmacy system within CDCR's adult institutions, the Receiver is proposing the establishment of two new safety pharmacy classifications: Pharmacist I, Correctional Facility and Pharmacist II, Correctional Facility. Both classifications will have regular, routine personal contact with adult inmates in providing patient counseling and in providing inmate patients with drug information and drug therapy consultation.

MAXOR KEY ACTION PLAN GOALS

Maxor's final report and recommended action plan for CDCR's adult pharmacy services, submitted to the Receiver in June 2006, outlined the proposed action plan goals:

Goal A: Develop meaningful and effective centralized oversight, control and monitoring over the pharmacy services program.

Goal B: Implement and enforce clinical pharmacy management processes including formulary controls, a Pharmacy and Therapeutics committee, disease management guidelines, and the establishment of a program of regular prison institution operational audits.

Goal C: Establish a comprehensive program to review, audit and monitor pharmaceutical contracting and procurement processes to ensure cost efficiency in pharmaceutical purchases.

Goal D: Develop a meaningful pharmacy human resource program that effectively manages staffing, compensation, job descriptions, competency, performance assessment, discipline, training, and use of the workforce including temporary employees and non-pharmacist staff.

Goal E: Redesign and standardize overall institution level pharmacy drug distribution operations for inpatient and outpatient needs. Design, construct and operate a centralized pharmacy facility.

Goal F: Based on a thorough understanding of redesigned work processes, design and implement a uniform pharmacy information management system needed to successfully operate and maintain the CDCR pharmacy operation in a safe, effective and cost efficient way.

Goal G: Develop a process to assure CDCR pharmacy meets accreditation standards of the designated healthcare review body (NCCHC or ACA) and assist in obtaining accredited status.

ACCOMPLISHING GOAL D

A small step toward accomplishing Goal D and in an attempt to remedy a substantial vacancy rate amongst pharmacists, Maxor staff engaged in exam question development with CDCR personnel for the Pharmacist I and II service-wide classifications. While attempting to develop examination questions based on the knowledge, skills and abilities of the existing Pharmacist classes, Maxor staff found the current specifications do not meet CDCR's unique pharmaceutical needs. In addition, the existing specifications for both the Pharmacists I and II classifications are not reflective of the operational and pharmacy practice model outlined in Maxor's road map. Given this, Maxor recommended to the Receiver the need for new CDCR-specific Pharmacist classes. The proposed new classifications reflect Maxor's plan for an overall CDCR system-wide adult pharmacy operations and staff responsibilities.

2. What classification(s) does the subject class(es) report to?

The Pharmacist I, Correctional Facility, will report to the proposed Pharmacist II, Correctional Facility, and the proposed Pharmacist II, Correctional Facility, will report to a CDCR system-wide Director of Pharmacy.

3. Will the subject class(es) supervise? If so, what class(es)?

The Pharmacist I, Correctional Facility, is proposed as a rank-and-file classification and will not perform designated supervisory duties. Incumbents will provide technical direction to other pharmacists and nonprofessional pharmacy staff.

The Pharmacist II, Correctional Facility, will supervise the Pharmacists I, Correctional Facility; Pharmacy Technicians, and other pharmacy staff.

4. What are the specific duties of the subject class(es)?

The Pharmacist I, Correctional Facility, is proposed as a full journey-level professional responsible for providing pharmaceutical care to adult inmate patients in a timely and efficient manner. This includes, but is not limited to, interpreting and filling drug orders; preparing compounds and I.V. admixtures, and dispensing prescriptions; managing drug therapy for contraindications, interactions, and allergies; providing patient counseling, drug information, and drug therapy consultation; administering appropriate drug therapy through collaboration with members of the health care team; ensuring the patient

understands the drug therapy and desired outcome; maintaining patient medication and pharmacy records in accordance with laws and regulations; providing staff education; providing technical direction, guidance, and instruction to other Pharmacists, Pharmacy Technicians, and administrative pharmacy staff; and participating in implementing performance and operational improvement programs.

The Pharmacist II, Correctional Facility, is proposed as a first-line supervisory class and will serve as the Pharmacist-in-Charge of an adult institution pharmacy responsible for administering, managing, directing, and coordinating all pharmacy activities. The Pharmacist II, Correctional Facility, will maintain the daily operation of the pharmacy department through the supervision of Pharmacists and Pharmacy Technicians in the routine performance of their duties. Duties include, but are not limited to, ensuring the pharmacy is adequately staffed; implementing drug-therapy guidelines, policies, and procedures; collaborating with members of the health care team; maintaining inventory of records of controlled substances and other drugs as required by law; ensuring availability and control of medications; providing patient information and counseling; preparing and/or supervising the preparation of various reports and patient medication records; providing technical and customer service training for pharmacy staff; participating in the development and implementation of operational improvement programs.

5. What is the decision-making responsibility of the subject class?

The proposed Pharmacist I, Correctional Facility will be responsible for making decisions regarding the appropriateness of drug therapy for inmate patients; ensuring patients understand medication and desired outcome of the drug therapy; and identifying and reporting problems and medication errors.

The proposed Pharmacist II, Correctional Facility, will be responsible for decisions relating to the management and the day-to-day pharmacy operation of an adult institution; appropriateness of drug therapy administered; and determining compliance with policies and procedures and statutory and regulatory requirements.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

Failure on the part of either the proposed Pharmacist I or II, Correctional Facility, to perform their duties would compromise the health of inmates, or, in the worst case scenario, lead to patient death. Other consequences include lost or unaccounted for drugs, which could result in the loss of pharmacy accreditation and/or certification and lost rebates for unused or expired drugs.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

The Pharmacist I, Correction Facility, must review patients' clinical information and medication profiles and recommend appropriate drug therapy; determine potential drug interactions, and provide appropriate feedback to prescribers; review symptoms laboratory data, drug levels and recommend appropriate doses and detect adverse drug reactions; and evaluate the completeness of all legally required elements on the prescription.

The Pharmacist II, Correctional Facility, in addition to the above, must analyze business processes, operational flow, workload, and staffing needs related to the delivery of pharmaceuticals and the medication management process inside and outside the pharmacy.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

Both Pharmacists I and II will have direct contact with adult inmates and parolees about drug therapy, drug reactions, interactions, and allergies; consult with clinicians and nursing staff in the clinic and inpatient settings; and interact with providers and nursing staff on medication management processes. In addition, incumbents will provide drug therapy education to inmates as requested by providers and the medical team.

9. For new classes only: what existing classes were considered and why were they not appropriate?

Revising the current specifications for the Pharmacist I and II classifications is not an alternative because the Maxor model for updating CDCR's adult pharmacy operations includes the development of a centralized pharmacy where non-acute prescription requests received from institution pharmacists are centrally processed and shipped to the institutions daily. This system is the key to shifting the primary focus at the institution level from pill dispensing to a patient-centered, outcome driven program. With this shift, pharmacists will provide one-on-one consultation to inmate patients and parolees. The model also calls for system-wide performance-based pharmacy management. The other State departments employing Pharmacists use the facility-based system of drug dispensing and management. Consequently, revising the current specifications to reflect the CDCR change in duties is not a viable alternative.

10. What are the proposed or current minimum qualifications of the subject classes and why are they appropriate (include inside and outside experience patterns.)

The proposed Minimum Qualifications for the new Pharmacist I, Correctional Facility class are:

Graduate of an accredited college of pharmacy; preferably with a Doctor of Pharmacy (Pharm.D.) Degree. Possession of a valid license, in good standing, to practice pharmacy in the State of California, issued by the California State Board of Pharmacy. (Individuals in their final semester of an accredited school of pharmacy or have graduated from an accredited school of pharmacy may be admitted to the exam, however, they must secure a valid license to practice pharmacy in the State of California, in good standing before they can be considered eligible for appointment).

The proposed Minimum Qualifications for the new Pharmacist II, Correctional Facility, class are:

Graduate of an accredited college of pharmacy, preferably with a Doctor of Pharmacy (Pharm.D.) Degree. Possession of a valid license, in good standing, to practice pharmacy in the State of California issued by the California State Board of Pharmacy.

And

Either, I: Three years performing the duties of a Pharmacist I in the California State Service.

Or II

Three years of experience as a licensed pharmacist, one of which was in a supervisory capacity.

11. Probationary Period

The proposed probationary periods for the new CDCR-specific pharmacist classes are the same as the existing service-wide pharmacist classes:

Pharmacist I, Correctional Facility: 6 months

Pharmacist II, Correctional Facility: 12 months

What is the impact on current incumbents?

There is no impact on current Pharmacist I incumbents, and it is proposed all current CDCR Pharmacist I incumbents in adult institution pharmacies will be reallocated to the new Pharmacist I, Correctional Facility, classification.

All CDCR Pharmacist II incumbents meet the proposed Minimum Qualifications of the new Pharmacist II, Correctional Facility class. It is proposed all current

CDCR Pharmacist II incumbents in adult institution pharmacies will be reallocated to the new Pharmacist II, Correctional Facility, classification.

This proposed new series specification is not intended for use within CDCR's Division of Juvenile Justice.

12. Will current employees move by examination, transfer, reallocation, split-off? Explain rationale.

As stated above, it is proposed all current CDCR adult institution Pharmacist I and II incumbents will be reallocated to the new CDCR-specific Pharmacist I and II, Correctional Facility classes.

13. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Lucy Michael, Maxor National Pharmacy Service Corp.

Yana Paulson, Maxor National Pharmacy Service Corp.

Mary Shaw, Plata Personnel Services and Staff Development, Plata Support Services Division

Kathy Stigall, Deputy Director, Plata Personnel Services and Staff Development, Plata Support Services Division

Karen Cates, California State Board of Pharmacy

Don Fensterman, Director of Maximus (pharmacist recovery program vendor)

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

PHARMACIST, CORRECTIONAL FACILITY
Series Specification
(Established _____)

SCOPE

This specification describes two (2) levels of Pharmacists in the California Department of Corrections and Rehabilitation, Adult Institutions. Incumbents perform and/or supervise the performance of professional pharmaceutical work. Both classifications in this series are responsible for maintaining order and supervising the conduct of inmates; maintaining the safety of persons and property; preventing escape of persons committed to the California Department of Corrections and Rehabilitation and preventing injury by such persons to themselves or others or to property; maintaining security of working areas and work materials; and inspecting premises and searching inmates for weapons or illegal drugs.

<u>Schem</u>	<u>Code</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
SY62	7984	Pharmacist I, Correctional Facility
SY52	7985	Pharmacist II, Correctional Facility

DEFINITION OF LEVELS

PHARMACIST I, CORRECTIONAL FACILITY

This is a full journey-level class. Under the supervision of the Pharmacist II, Correctional Facility, incumbents interpret, process, and fill drug orders; prepare compounds, I.V. admixtures, and dispense prescriptions; ensure availability and control of medications; administer appropriate drug therapy through collaboration with members of the health care team; manage drug therapy for contraindications, interactions, and allergies; provide patient counseling, drug information, and drug therapy consultation; maintain patient medication and pharmacy records in accordance with laws and regulations; provide staff education, health promotion, and disease prevention activities related to medication use; participate in the implementation of performance and operational improvement programs; and provide technical direction, guidance, and instruction to other Pharmacists, Pharmacy Technicians, and administrative pharmacy staff.

PHARMACIST II, CORRECTIONAL FACILITY

This is a first-line supervisory class. Under general direction from the system-wide Director of Pharmacy and as the Pharmacist-in-Charge of a Correctional Facility, Adult Institution, incumbents administer, manage, direct, and coordinate all pharmacy activities. Incumbents maintain the daily operation of the pharmacy through the supervision of Pharmacists and Pharmacy Technicians in the routine performance of their duties; supervise the interpretation and filling of drug orders, preparation of compounds, I.V. admixtures, and the dispensing of prescriptions; ensure appropriateness of drug therapy through collaboration with members of the health care team; monitor drug therapy for contraindications, interactions, and allergies; implement drug therapy guidelines, policies, and procedures; maintain inventory and records of controlled substances and other drugs as required by law; ensure availability and control of medications; provide patient information and counseling; prepare and/or supervises the preparation of various reports; supervise the maintenance of patient medication records; and participate in the development and implementation of operational improvement programs.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Possession of a valid license, in good standing, to practice pharmacy in the State of California issued by the California Board of Pharmacy.

PHARMACIST I, CORRECTIONAL FACILITY

Education: Graduate of an accredited college of pharmacy, preferably with a Doctor of Pharmacy (Pharm.D.) Degree. Possession of a valid license, in good standing, to practice pharmacy in the State of California, issued by the California State Board of Pharmacy. (Individuals in their final semester of an accredited school of pharmacy or who have graduated from an accredited school of pharmacy may be admitted to the exam, however, they must secure a valid license to practice pharmacy before they will be considered eligible for appointment.)

PHARMACIST II, CORRECTIONAL FACILITY

Education: Graduate of an accredited college of pharmacy, preferably with a Doctor of Pharmacy (Pharm.D) Degree. Possession of a valid license, in good standing, to practice pharmacy in the State of California issues by the California State Board of Pharmacy.

and

Either I

Experience: Three years performing the duties of a Pharmacist I in the California state service.

Or II

Three years of experience as a pharmacist, one of which was in a supervisory capacity.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Best practices in the field of pharmacy operations; pharmaceuticals, their indications, interactions, and potential side effects; compounding of prescriptions and stock pharmaceutical preparations; the United States Pharmacopoeia standards relating to the safe storage and handling of drugs; California and Federal laws relating to the distribution of dangerous drugs, devices, and controlled substances; patient oriented services; and relevant pharmaceutical accreditation and certification requirements.

Ability to: Develop effective drug therapies and treatment regimens; communicate effectively; analyze problems and recommend and/or implement solutions; keep records and prepare reports; conduct research and gather information; operate office and pharmacy equipment proficiently; function independently and work effectively with others; provide technical direction, guidance, and instruction to professional and nonprofessional pharmacy staff; and conduct presentations.

PHARMACIST II, CORRECTIONAL FACILITY

Knowledge of: In addition to the above, quality improvement systems and processes; principles and methods of performance planning and improvement; principles of team building, change management, time management, project management, and personnel management; effective supervision; and a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: In addition to the above, supervise, lead, and instruct others in pharmaceutical work; establish goals, structures, and processes necessary to implement a mission and strategic vision; network, interact, and support effective partnerships with key groups and individuals; and prioritize ongoing and new projects.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to work in a State Department of Corrections and Rehabilitation adult institution and willingness to work rotating shifts, including holidays, weekends, nights, and on-call.

SPECIAL PHYSICAL CHARACTERISTICS

ALL LEVELS:

Persons appointed to theses classes are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform all duties in situations encountered on the job without compromising the health and well-being of inmates, others, or themselves; and freedom from communicable disease.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Pharmacist I, Correctional Facility		--	--
Pharmacist II, Correctional Facility		--	--

(Cal. 10/09/07)

MEMO TO : STATE PERSONNEL BOARD
FROM : MIKE STRAZZO, Merit Operations Division
SUBJECT : Staff Calendar Items for Board Information

Page**LIFEGUARD SERIES**
STATE PARK RANGER SERIES

501

The Department of Parks and Recreation proposes classification title changes for two of their classification series, Lifeguard and State Park Ranger, to adequately reflect the peace officer role of the classification. Language regarding equal employment opportunity was also updated.

To: State Personnel Board

From: Daphne Baldwin, Manager
Merit Operations Division

Subject: Classification Title Changes, Department of Parks and Recreation's
Lifeguard and State Park Ranger Series

PROPOSED ACTION:

The Department of Parks and Recreation proposes that the attached classification revisions be adopted. Specifically, the titles of two of their classification series, Lifeguard and State Park Ranger, do not adequately reflect the peace officer role of the classifications. These classifications series, except for the Cadet level, are required to be Peace Officer Standards and Training (POST) certified. In addition, language regarding equal employment opportunity needed to be updated with the new standard wording in the knowledge and abilities section of the supervisor classifications. Related updates to titles within the specifications were also made.

Staff is in agreement with this proposal.

CONSULTED WITH:

Nicole Holtzman, DPA
Kasey Clark, General Manager

BACKGROUND:

As acknowledged in the Bargaining Unit 7 contract, Section 20.4, both parties agreed to review and submit a classification proposal to the State Personnel Board to update the classification titles for Lifeguard and Park Ranger class series.

JUSTIFICATION:

Department of Parks and Recreation's two class series' titles do not adequately describe the peace officer role of the classes. The duties for classes include law enforcement in the State park system. Incumbents work primarily in field areas of the State park system and Off-Highway Motor Vehicle Recreation division located throughout the State. Park units include State parks, reserves, recreational areas, beaches, wayside campgrounds, and underwater parks. Incumbents are trained and designated as sworn State park peace officers whose authority extends statewide on or off duty. They perform patrol duties primarily by vehicle, boat, and foot patrol; issue citations; write reports; make physical arrests for misdemeanors, felonies, and warrants; conduct criminal and administrative investigations; take command in emergencies; perform search and rescue activities, including detecting and rescuing persons or

vessels in distress; assist in wild land and structural fire suppression; provide emergency medical aid; may also perform traffic control and radio dispatching. Incumbents are required to use protective equipment which includes various types of firearms, batons, chemical agents, and handcuffs, and are trained and tested in physical defensive tactics and firearms use. Due to these duties and requirements, the proposed titles of State Peace Officer accurately describe the classes and the proposed changes should be adopted.

CSLEA is in agreement with the proposed changes.

RECOMMENDATION:

It is recommended that the Lifeguard Series and the State Park Ranger Series titles and specifications be revised as indicated below and shown in the attached class specifications.

Current title	Proposed title	Class code	CBID
Lifeguard Series			
State Park Cadet (Lifeguard)	State Park Peace Officer Cadet (Lifeguard)	1916	R07
Lifeguard	State Park Peace Officer (Lifeguard)	0992	R07
Lifeguard Supervisor I	State Park Peace Officer Supervisor I (Lifeguard)	0991	S07
Lifeguard Supervisor II	State Park Peace Officer Supervisor II (Lifeguard)	0988	S07
Lifeguard Supervisor III	State Park Peace Officer Supervisor III (Lifeguard)	1045	S07
Lifeguard Supervisor IV	State Park Peace Officer Supervisor IV (Lifeguard)	1044	S07
State Park Ranger Series			
State Park Ranger Cadet	State Park Peace Officer Cadet (Ranger)	1915	R07
State Park Ranger	State Park Peace Officer (Ranger)	0983	R07
Supervising State Park Ranger	State Park Peace Officer Supervisor (Ranger)	0980	S07

STAFF ITEM APPROVAL

SPB Staff Signature: *Stephane Baldwin*

Title: Staff Services Manager I
CEA and Board Item Unit

Effective Date: 9-21-07

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CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

STATE PARK PEACE OFFICER (LIFEGUARD)
Series Specification
(Established January 9, 1979)

SCOPE

This series specification describes six classes in the Department of Parks and Recreation that are used to perform a wide variety of aquatic services at State ocean and inland beaches, underwater parks, and recreation areas.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BS42	1916	State Park Peace Officer Cadet (Lifeguard)
BS40	0992	State Park Peace Officer (Lifeguard)
BS30	0991	<u>Lifeguard State Park Peace Officer Supervisor I</u> (Lifeguard)
BS25	0988	<u>Lifeguard State Park Peace Officer Supervisor II</u> (Lifeguard)
BS22	1045	<u>Lifeguard State Park Peace Officer Supervisor III</u> (Lifeguard)
BS20	1044	<u>Lifeguard State Park Peace Officer Supervisor IV</u> (Lifeguard)

DEFINITION OF SERIES

The State Park Peace Officer (Lifeguard) series describes professional positions involved in the law enforcement and visitor services functions of the State park system. Incumbents work primarily in field areas of the State park system and Off-Highway Motor Vehicle Recreation Division located throughout the State. Park units include State parks, reserves, recreational areas, beaches, wayside campgrounds, and underwater parks.

TYPICAL TASKS

Positions in the State Park Peace Officer (Lifeguard) series perform professional and technical duties in State park units, involving the operation, interpretation, resource protection/management, patrol, safety and law enforcement, assist with program management, and may supervise and/or lead seasonal and lower level permanent staff. They may also perform staff functions of comparable difficulty and responsibility in an academy training assignment. Rotation in assignment between visitor services and instructor positions is planned experience for the State Park Peace Officer (Lifeguard) class series development.

Incumbents are trained and designated as sworn State park peace officers whose authority extends statewide (on or off duty). They perform patrol duties primarily by vehicle, boat, and foot patrol; issue citations; write reports; make physical arrests for misdemeanors, felonies, and warrants; conduct criminal and administrative investigations; take command in emergencies; perform search and rescue activities, including detecting and rescuing persons or vessels in distress; assist in wildland and structural fire suppression; provide emergency medical aid; may also perform traffic control and radio dispatching; operate, inspect, and perform maintenance on emergency rescue equipment, vehicles, and vessels; train personnel in all phases of life-saving activities and operation and maintenance of emergency rescue equipment; and may do other related work.

Incumbents may perform scuba diving; ocean, surf, river, and lake rescue; and may perform in specialized assignments which include cliff rescue; off-road vehicle and motorcycle patrol; or canine team handler.

Incumbents are required to use protective equipment which includes handguns, shotguns, batons, mace, and handcuffs. They are regularly trained and tested in physical defensive tactics and firearms use.

ENTRY LEVEL

Entry in the State Park Peace Officer (Lifeguard) series is typically in the class of State Park Peace Officer Cadet (Lifeguard). Entry into the State Park Peace Officer (Lifeguard) class is typically at the Range A level. Possession of the criteria described in Alternate Range Criteria, Range B, in this specification permits entry at the State Park Peace Officer (Lifeguard), Range B, level.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of work; nature and sensitivity of public contact; supervision exercised and received; scope of administrative and management responsibility; latitude for independent judgment and action; responsibility for decision; extent of geographic responsibility; program control and influence on methods and program direction.

DEFINITION OF LEVELSSTATE PARK PEACE OFFICER CADET (LIFEGUARD)

This is the entry and training level class for this series. Incumbents under close supervision, will learn the duties of a Lifeguard by participating in basic law enforcement, public contact and visitor services, interpretation, and resource management training programs. Incumbents who do not successfully complete the Department's Basic Visitor Services Training Program will be ineligible for movement to the class of Lifeguard.

STATE PARK PEACE OFFICER (LIFEGUARD)

This is the journey level in the series. Under supervision, incumbents perform duties in the visitor services function in park districts which include law enforcement, aquatic/public safety, administration, interpretation, resource protection/management; and may serve as leadpersons.

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)

This is the first full supervisory level in the series. Under general supervision, incumbents may perform the duties of Lifeguard and, in addition, supervise lower level permanent and seasonal staff in a visitor services program in a less complex district, geographical sector, or satellite unit; may act in the absence of the District Superintendent or Chief Ranger; and do other related work.

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD)

This is the second supervisory level for this series. Under direction, incumbents plan and direct visitor services or aquatic programs in the visitor services functions. Primary responsibilities include aquatic safety services, safety and enforcement, patrol, administrative services, interpretation, resource protection/management, and visitor facility operations in a designated aquatic district. Incumbents may also serve as sector, satellite, or visitor services supervisors.

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)

Under direction, incumbents serve as Chief Lifeguard planning and directing the visitor services function or aquatic services program for large districts where aquatic services and beach operation are the main program elements.

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)

Under direction, incumbents serve as an Assistant District Superintendent and Chief State Park Peace Officer (Lifeguard) planning and directing the visitor services function or aquatic services program for major districts where aquatic services and beach operation are the main program elements.

MINIMUM QUALIFICATIONS

ALL LEVELS:

The following is part of the minimum qualifications for all classes in the series.

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but they must produce evidence of the license before they can be considered eligible for appointment.)

ALL LEVELS EXCEPT STATE PARK PEACE OFFICER CADET (LIFEGUARD)

Graduation from a Peace Officer Standards and Training (POST) basic course academy.

and

Education: Successful completion of two years (60 semester units) of study from a state accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics.

ALL LEVELS EXCEPT STATE PARK PEACE OFFICER CADET (LIFEGUARD) AND STATE PARK PEACE OFFICER (LIFEGUARD) (RANGE A)

Possession of a Peace Officer Standards and Training (POST) Regular Basic Certificate.

and

Possession of a Department of Parks and Recreation Lifeguard Training Certificate.

State Park Peace Officer (Lifeguard) Series

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ALL LEVELS EXCEPT STATE PARK PEACE OFFICER CADET (LIFEGUARD),
LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD), AND
LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

STATE PARK PEACE OFFICER CADET (LIFEGUARD)

Six months of experience performing the duties of a lifeguard in other than swimming pools.

and

Education: Successful completion of two years (60 semester units) of study from a state accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics. (Students in their second year of college may apply, but they must satisfactorily complete their second year of college before they can be appointed.)

STATE PARK PEACE OFFICER (LIFEGUARD)

Successful completion (within the last three years) of the Department of Parks and Recreation's basic visitor services, resource management, interpretation, and park operations training program as a State Park Peace Officer Cadet (Lifeguard)

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)

Either I

Two years of experience in the California state service performing the duties of a State Park Peace Officer (Lifeguard), Range B, or State Park Peace Officer (Ranger) I, Range B.

Or II

Experience: Three years of experience in the management, administration, or visitor service of a park or public recreational area. (Experience in the California state service applied toward this requirement must include two years in a class equivalent in level of responsibility to a State Park Peace Officer (Lifeguard), Range B.)

and

State Park Peace Officer (Lifeguard) Series

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Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD)Either I

Equivalent to one year of experience in the California state service performing the duties of a Lifeguard State Park Peace Officer Supervisor I (Lifeguard) or State Park Peace Officer Supervisor (Ranger) II.

Or II

Experience: Four years of experience in the management, administration, or visitor service of a park or public recreational area, including at least two years in a supervisory capacity. +[Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a Lifeguard State Park Peace Officer Supervisor I (Lifeguard).]

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)Either I

One year of experience in the California state service performing the duties of a Lifeguard State Park Peace Officer Supervisor II (Lifeguard) or State Park Ranger III Superintendent I.

Or II

Two years of experience in the California state service performing the duties of a Lifeguard State Park Peace Officer Supervisor I (Lifeguard) or State Park Peace Officer Supervisor (Ranger) II.

Or III

Experience: Five years of experience in the management, administration, or visitor service of a park or public recreational area, including at least three years in a supervisory capacity. +[Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a Lifeguard State Park Peace Officer Supervisor II (Lifeguard) or two years in a class equivalent in level of responsibility to a Lifeguard State Park Peace Officer Supervisor I (Lifeguard).]

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)Either I

One year of experience in the California state service performing the duties of a Lifeguard State Park Peace Officer Supervisor III (Lifeguard) or State Park Ranger IV Superintendent II.

Or II

Two years of experience in the California state service performing the duties of a Lifeguard State Park Peace Officer Supervisor II (Lifeguard) or State Park Ranger III Superintendent I.

Or III

Experience: Broad and extensive (more than five years) experience in the management, administration, or visitor service of a park or public recreational area, including at least four years in a supervisory capacity. ~~+[Experience in the California state service applied toward this requirement must include one year in a class equivalent in level of responsibility to a Lifeguard State Park Peace Officer Supervisor III (Lifeguard) or two years in a class equivalent in level of responsibility to a Lifeguard State Park Peace Officer Supervisor II (Lifeguard).+]~~

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIESSTATE PARK PEACE OFFICER CADET (LIFEGUARD)

Knowledge of: Basic principles of dealing with the public; basic mathematics as required in accounting for funds; basic grammar and spelling as required in preparing reports and records; general resource management and protection; principle recreational areas of the State of California; surf, ocean, lake, and river swimming, bathing, and boating hazards.

Ability to: Swim at a level sufficient to perform lifesaving activities; follow written and oral instructions; learn the principles and practices used in the conservation and interpretation of natural resources; learn to use tools and equipment used on the job; work safely; learn to deal tactfully with individuals and groups; apply theory to practical situations; interpret and apply rules and instructions; write and speak effectively; analyze situations accurately and adopt an effective course of action; perform duties which require physical strength and agility; learn law enforcement rules, regulations, and procedures as a State park peace officer, including arrests and the use of firearms.

State Park Peace Officer (Lifeguard) Series

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STATE PARK PEACE OFFICER (LIFEGUARD)

Knowledge of: All of the above, and principles and practices involved in operating, interpreting, and protecting State park districts; purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation; methods and materials used in preparing and interpreting natural science displays and exhibits; techniques and procedures used in law enforcement, methods of conducting search and rescue; advanced emergency first aid procedures; first aid and rescue equipment use and maintenance.

Ability to: All of the above, and plan, organize, and direct the work of others; carry out programs in accordance with plans and specifications; establish and maintain cooperative relations with public groups and organizations; and lead and train seasonal staff.

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR I (LIFEGUARD)
LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR II (LIFEGUARD)
LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD)
LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)

Knowledge of: All of the above, and basic principles of supervision, personnel management, business and public administration; State administrative procedures; the full range of aquatic services; the Department's Affirmative Action Program objectives; ~~a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and supervise or assist with the visitor service operation of State park districts; organize, coordinate, and plan programs for operations, interpretation, safety and enforcement, and resource management and protection in park districts; analyze situations and take effective action; establish and maintain cooperative relations with the public and with representatives in other jurisdictions; coordinate mutual aid operations with other agencies; plan and implement in-service training and write effectively; work with community organizations and public officials; assist with the development of effective operating programs to protect visitors and the resources of the State park system; participate in aquatic-oriented public relations and information programs; ~~effectively contribute to the Department's affirmative action objectives~~ and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination.

AGE REQUIREMENT

ALL LEVELS:

Minimum age for appointment to a peace officer class: 18 years.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity sufficient to assume the responsibility of protecting lives of others; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

SPECIAL PHYSICAL REQUIREMENTSSTATE PARK PEACE OFFICER CADET (RANGER LIFEGUARD)

A best-corrected visual acuity of 20/20 or better in each eye. An uncorrected visual acuity of 20/40 or better in each eye. A peripheral visual field of at least 120 degrees horizontally and 100 degrees vertically in each eye. Normal color vision, as determined by Ishihara or other color plate tests.

ALL LEVELS:

Physical strength, endurance, and agility; mentally alert; physically sound; hearing in each ear sufficient to perform the essential functions of the job; ability to swim at a level to perform lifesaving activities.

ALL LEVELS EXCEPT LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD) AND LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)

Pass a swimming/running performance test as determined by the Department prior to appointment.

DRUG TESTING REQUIREMENT

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SPECIAL REQUIREMENTSALL LEVELS:

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State and national fingerprint files to disclose any criminal record.

CITIZENSHIP REQUIREMENT

Existing law provides that persons in the classes in the State Park Peace Officer (Lifeguard) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

ADDITIONAL DESIRABLE QUALIFICATIONSSTATE PARK PEACE OFFICER CADET (LIFEGUARD)

Paid or volunteer experience in law enforcement, or in the operation, protection, and interpretation of a public recreational area.

LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR III (LIFEGUARD) AND
LIFEGUARD STATE PARK PEACE OFFICER SUPERVISOR IV (LIFEGUARD)

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) Certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

ALL LEVELS:

Bachelor of Arts/Science degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA approved), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) - from American Red Cross or American Heart Association.

Completion and certification as an Emergency Medical Technician - Level I or II.

ALTERNATE RANGE CRITERIA

This criteria will be used to allocate incumbents to Alternate Range A or Range B.

Range A. This range shall apply to persons who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Range A experience.

State Park Peace Officer (Lifeguard) Series

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CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
State Park <u>Peace Officer</u> Cadet (Lifeguard)	4/8/86	9/20/94	--
State Park <u>Peace Officer</u> (Lifeguard)	7/7/60	9/20/94	--
Lifeguard <u>State Park Peace Officer</u> Supervisor I (Lifeguard)	3/17/50	9/20/94	7/14/71
Lifeguard <u>State Park Peace Officer</u> Supervisor II (Lifeguard)	7/14/71	9/20/94	--
Lifeguard <u>State Park Peace Officer</u> Supervisor III (Lifeguard)	4/5/83	9/20/94	--
Lifeguard <u>State Park Peace Officer</u> Supervisor IV (Lifeguard)	6/4/91	9/20/94	--

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CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

STATE PARK PEACE OFFICER (RANGER)
Series Specification
(Established April 25, 1973)

SCOPE

This series specification describes three State Park Peace Officer (Ranger) classes in the Department of Parks and Recreation.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BR78	1915	State Park <u>Ranger Peace Officer Cadet (Ranger)</u>
BR70	0983	State Park <u>Peace Officer (Ranger)</u>
BR60	0980	<u>Supervising State Park Peace Officer Supervisor</u> <u>(Ranger)</u>

DEFINITION OF SERIES

The State Park Peace Officer (Ranger) series describes professional positions involved in the law enforcement and visitor services functions of the State park system. Incumbents in this series work primarily in field districts of the State park system including State parks, reserves, historical units, recreational areas, beaches, wayside campgrounds, and underwater parks. Positions are also assigned to Off-Highway Motor Vehicle Recreation Division Units located throughout the State.

TYPICAL TASKS

Positions in the State Park Peace Officer (Ranger) series perform professional and technical duties in State park units involving operation, interpretation, resource protection/management, patrol, safety and law enforcement, assist with program management activities, and may supervise and/or serve as a lead to seasonal and lower-level permanent staff. Incumbents may also perform staff functions of comparable difficulty and responsibility in an academy training assignment.

Incumbents are trained and designated as sworn State park peace officers whose authority extends statewide (on or off duty). They perform patrol duties primarily by vehicle, boat, and foot patrol; issue citations; write reports; make physical arrests for misdemeanors, felonies, and warrants; conduct criminal and administrative investigations; take command in emergencies; perform search and rescue activities, including detecting and rescuing persons

State Park Peace Officer (Ranger) Series

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or vessels in distress; assist in wildland and structural fire suppression; provide emergency medical aid; and may also perform traffic control and radio dispatching.

Incumbents may perform specialized assignments in cliff rescue; ski patrol; scuba diving; ocean, surf, river, and lake rescue; horse patrol; off-road vehicle and motorcycle patrol; or canine team handler.

Incumbents are required to use protective equipment which includes various types of firearms, batons, chemical agents, and handcuffs,--and are regularly trained and tested in physical defensive tactics and firearms use.

ENTRY LEVELS

Entry into the State Park Peace Officer (Ranger) series is typically in the class of State Park Ranger Peace Officer Cadet (Ranger). Entry into the State Park Peace Officer (Ranger) class is typically at the Range A level. Possession of the criteria described in Alternate Range Criteria, Range B, in this specification permits entry at the State Park Peace Officer (Ranger), Range B, level.

DEFINITION OF LEVELSSTATE PARK ~~RANGER~~ PEACE OFFICER CADET (RANGER)

This is the entry and training level class for this series. The incumbents, under close supervision, will learn the duties of the State Park Ranger by participating in basic law enforcement, public contact and visitor services, interpretation, and resource management training programs. Incumbents who do not successfully complete the Department's Basic Visitor Services Training Program will be ineligible for movement to the class of State Park Ranger.

STATE PARK PEACE OFFICER (RANGER)

This is the journey level in the series. Under supervision, incumbents perform duties in the visitor services function in a park district including law enforcement and public safety, interpretation, and resource protection/management; and may serve as leadpersons.

SUPERVISING STATE PARK PEACE OFFICER SUPERVISOR (RANGER)

This is the first full supervisory level in the series. Under general supervision, incumbents in this class serve as chief rangers within a level 1 Off-Highway Motor Vehicle Recreation Unit or as supervising

rangers in a district geographical sector in charge of a small-to-medium-size staff. Primary responsibilities include supervision of staff, safety and enforcement, patrol, interpretation, resource protection/management, and visitor facility operation.

MINIMUM QUALIFICATIONS

ALL LEVELS:

The following is part of the minimum qualifications for all classes in the series.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess this license will be admitted to the examination, but they must secure the license prior to appointment.)

and

Education: Successful completion of two years (60 semester units) of study from a State accredited college or university including a minimum of 21 semester units satisfying the General Education Curriculum standards as identified for colleges and universities accredited by the Western Association of Colleges and Universities. Courses which meet this requirement include: natural/social sciences, language, humanities, and mathematics. (Students in their second year of college may apply, but they must satisfactorily complete their second year of college before they can be appointed.)

ALL LEVELS EXCEPT STATE PARK ~~RANGER~~ PEACE OFFICER CADET (RANGER)

Graduation from a Peace Officer Standards and Training (POST) basic course academy.

and

Possession of (1) a valid Red Cross Advanced First-Aid Certificate or First Responder Certificate (EMSA approved) and (2) either a valid Red Cross or American Heart Associated Cardiopulmonary Resuscitation (CPR) certificate. (An approved Department of Health Emergency Medical Technician Certificate may be substituted for both of the required certificates.)

ALL LEVELS EXCEPT STATE PARK ~~RANGER~~ PEACE OFFICER CADET (RANGER) AND STATE PARK PEACE OFFICER (RANGER) (RANGE A)

Possession of a POST regular basic certificate.

State Park Peace Officer (Ranger) Series

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STATE PARK PEACE OFFICER (RANGER)

Successful completion (within the last three years) of the Department of Parks and Recreation's basic visitor services, resource management, interpretation, and park operations training program as a State Park Ranger ~~Peace Officer~~ Cadet (Ranger).

SUPERVISING STATE PARK PEACE OFFICER SUPERVISOR (RANGER)Either I

Two years of experience in the California state service performing the duties of a State Park Peace Officer (Ranger), Range B, or State Park Peace Officer (Lifeguard), Range B.

Or II

Experience: Three years of experience in the management, administration, or visitor service of a park, public recreational, or historical area. (Experience in the California state service applied toward this requirement must include two years in a class equivalent in level of responsibility to a State Park Peace Officer (Ranger), Range B.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIESSTATE PARK RANGER PEACE OFFICER CADET (RANGER)

Knowledge of: Basic principles of dealing with the public; basic mathematics as required in accounting for funds; basic grammar and spelling as required in preparing reports and records; general resource management and protection; and principal recreational areas of the State of California.

Ability to: Follow written and oral instructions; learn the principles and practices used in the conservation and interpretation of natural resources and historic areas; learn to use tools and equipment used on the job; work safely; learn to deal tactfully with individuals and groups; apply theory to practical situations; interpret and apply rules and instructions; communicate effectively; analyze situations accurately and adopt an effective course of action; perform duties which require physical strength and agility; and learn law enforcement rules, regulations, and procedures as a State park peace officer, including arrests and the use of firearms.

State Park Peace Officer (Ranger) Series

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STATE PARK PEACE OFFICER (RANGER)

Knowledge of: All of the above, and principles and practices involved in operating, interpreting, and protecting State park districts; purposes, organization, policies, procedures, and rules of the Department of Parks and Recreation; methods and materials used in preparing and interpreting historical and natural science displays and exhibits; techniques and procedures used in law enforcement; methods of conducting search and rescue; advanced emergency first-aid procedures; first aid and rescue equipment use and maintenance; and principles of forest fire, disease, and insect damage control.

Ability to: All of the above, and plan, organize, and direct the work of others; carry out programs in accordance with plans and specifications; establish and maintain cooperative relations with public groups and organizations; and lead and train seasonal staff.

SUPERVISING STATE PARK PEACE OFFICER SUPERVISOR (RANGER)

Knowledge of: All of the above, and basic principles of supervision, personnel management, and business and public administration; State administrative procedures; the Department's Equal Employment Opportunity objectives; ~~a supervisor's role in the Equal Employment Opportunity laws and the processes available to meet Equal Employment Opportunity objectives~~ and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Supervise or assist with the visitor services operation of State park districts; organize, coordinate, and plan programs for operations, interpretations, safety and enforcement, and resource management and protection in park districts; analyze situations and take effective action; establish and maintain cooperative relations with the public and with representatives in other jurisdictions; coordinate mutual aid operations with other agencies; plan and implement in-service training and employee development programs and evaluate the performance of personnel; communicate effectively; work with community organizations and public officials; assist with the development of effective operating programs to protect visitors and the resources of the State park system; ~~effectively contribute to the Department's Equal Employment Opportunity objectives~~ and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

AGE REQUIREMENTSTATE PARK RANGER PEACE OFFICER CADET (RANGER)

Minimum age for appointment to peace officer class: 18 years.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours; willingness to perform law enforcement duties; satisfactory record as a law-abiding citizen; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness; and courtesy.

SPECIAL PHYSICAL REQUIREMENTS

ALL LEVELS:

Physical strength, endurance, and agility; mentally alert; physically sound; hearing sufficient to perform the essential functions of the job; demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations.

STATE PARK RANGER PEACE OFFICER CADET (RANGER)

A best-corrected visual acuity of 20/20 or better in each eye. An uncorrected visual acuity of 20/40 or better in each eye. A peripheral visual field of at least 120 degrees horizontally and 100 degrees vertically in each eye. Normal color vision, as determined by Ishihara or other color plate tests.

DRUG TESTING REQUIREMENTSTATE PARK RANGER PEACE OFFICER CADET (RANGER)

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

SPECIAL REQUIREMENTS

ALL LEVELS:

Existing law provides that persons convicted of a felony are disqualified from employment as a peace officer officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Existing law requires that a thorough background investigation be completed on or prior to appointment date. Persons unsuccessful in the investigation cannot be appointed as a peace officer.

Existing law provides that physical and psychological suitability examinations be completed on or prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer.

Existing law provides that a reading and writing ability examination consisting of an entry-level test battery or equivalent as determined by POST must be completed on or prior to appointment. Persons who are not successful in this examination cannot be appointed as a peace officer.

Existing law provides that a candidate for a peace officer position be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record.

CITIZENSHIP REQUIREMENT

ALL LEVELS:

Existing law provides that persons in the classes in the State Park Peace Officer (Ranger) series be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Bachelor of Arts/Science Degree with specialization in Park Administration, Natural Sciences, Social Sciences, Law Enforcement, Business, or closely related subjects.

State Park Peace Officer (Ranger) Series

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Possession of a valid instructor certificate for: Advanced First Aid, First Responder (EMSA), Basic First Aid, and/or Cardiopulmonary Resuscitation (CPR) - from American Red Cross or American Heart Association.

Completion and certification as an Emergency Medical Technician - Level I or II.

STATE PARK RANGER PEACE OFFICER CADET (RANGER)

Paid or volunteer experience in law enforcement, or in the operation, protection, and interpretation of a park, forest, public recreational, or historical area.

ALTERNATE RANGE CRITERIA

This criteria will be used to allocate incumbents to alternate Range A or Range B.

Range A. This range shall apply to persons who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Range A experience.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
State Park Ranger <u>Peace Officer</u> Cadet (<u>Ranger</u>)	4/8/86	8/5/97	8/5/97
State Park <u>Peace Officer</u> (<u>Ranger</u>)	1931	8/5/97	8/5/97
Supervising State Park <u>Peace</u> <u>Officer Supervisor</u> (<u>Ranger</u>)	1930	8/5/97	8/5/97

ccd/sks